

May 18, 2010

Dear Consultant:

The City of Chamois is requesting the services of a consulting engineering firm to perform the described professional services for the project included on the attached list. If your firm would like to be considered for these consulting services, you may express your interest by responding to the appropriate office, which is indicated on the attachments. This letter should include a statement to indicate why your firm is interested in the project. It should also include any other information which might help us in the selection process, such as the persons or team you would assign to each project, the backgrounds of those individuals, and other projects your company has recently completed or are now active.

DBE firms must be certified by the Missouri Department of Transportation in order to be counted as participation towards an established DBE Goal. We encourage DBE firms to submit letters of interest as prime consultants for any projects they feel can be managed by their firm.

We request all letters be received by 5 pm, July 7, 2010 at Chamois City Hall.

Sincerely,

*Larry Backes*

City Clerk  
City of Chamois

Attachment

<b><i>Chamois, MO</i></b>	
<b>Federal Aid No:</b>	SRTS-INF-H285
<b>Location:</b>	Chamois, MO
<b>Proposed Improvement:</b>	New Sidewalks from School to Downtown Area
<b>Length:</b>	Approximately 2000 linear ft. of 5ft wide sidewalk w/ADA curb ramps and street crossings
<b>Consultant Services Required:</b>	Services required will be the design, letting and construction inspection per LPA Guidelines
<b>Contact:</b>	Larry Backes 200 South Main St Chamois, MO 65024 Phone: City Hall – 573-763-5541 Cell 573-301-6261  E-mail: cityofchamois@centurytel.net
<b>Deadline:</b>	5pm July 7, 2010

**Fig. 6 - 2 - 1 CONSULTANT SELECTION CRITERIA**  
**23 CFR 172 IMPLEMENTATION PROCEDURES**

The purpose of the following is to establish procedures for the administration of negotiated contracts to insure that the "third-party" has management, fiscal and technical capabilities to render satisfactory service to the local agency.

The local agency must consider at least three firms based on:

1. The Consultant's present staff of personnel and their qualifications.
  - a. The brochures of the firm indicate in detail the education and experience of the members of the firm and their key personnel. If necessary, personal interviews with firm members will be held.
  - b. Personal knowledge of the past performance of firm members will be a factor.
2. The Consultant's experience record.
  - a. Experience in the type of design, or other professional services, required under the proposed contract--such as rural, urban, bridge, planning, etc., and the complexity of the design.
  - b. The adequacy of the consultant's instant staffing, together with available additional staffing for the proposed design--relative to the present design load or other professional service.
  - c. The experience of the consultant's staff in related highway work such as work with the electronic computer, traffic analysis, soil analysis, structural design, hydraulics, signalization, street lighting, etc., will be considered.
3. The local agency's past experience in engaging the consultant for other design work or engineering services.
  - a. A consultant will be considered qualified if past work indicates both a professional approach and professional results.
4. Location of consultant's design office or staff headquarters.
  - a. The primary requirement will be that the design office or staff headquarters be located in Missouri.
  - b. A secondary consideration may be the location of the consultant's office relative to the job site; however, this will not be a factor on bridge structure design for major river crossings since the number of qualified consulting firms is limited.
5. The financial status of a consultant will be considered sound and adequate unless there is evidence to the contrary.
6. The consultant will have properly trained and experienced personnel available to perform the services within the time prescribed.